



DEPARTMENT OF THE ARMY  
LAW ENFORCEMENT COMMAND  
FORT LEONARD WOOD, MISSOURI 65473-5600

REPLY TO  
ATTENTION OF

ATZT-LEC

MEMORANDUM FOR The Law Enforcement Command

SUBJECT: Command Policy Memorandum #4 (Equal Opportunity/Prevention of Sexual Harassment Complaint Policy)

1. IAW AR 600-20 Ch 6, 7 and Appendix E, the EO/POSH complaint processing system is in place in order to address complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, or national origin. Attempts should always be made to solve the problem at the lowest possible level within the chain of command.
2. The U. S. Army's policy for making complaints is as follows:
  - a. Informal complaints are any complaint that a soldier, family member or DA civilian does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander or other person in the complainant's chain of command.
  - b. Formal complaints are formal complaints that are filed in writing where the complainant swears to the accuracy of the information. An individual files a formal complaint using a DA Form 7279-R. Soldiers have 60 calendar days from the date of the alleged incident in which to file a formal complaint. The complainant should file the complaint with the commander at the lowest echelon of command at which the complainant may be assured of receiving a thorough, expeditious, and unbiased investigation of the allegations
3. All personnel are encouraged and have the right to present a complaint to the command without fear of intimidation, or any acts or threats of reprisals. Furthermore, all personnel should submit only legitimate complaints and exercise caution against unfounded or reckless charges. The processing of EO complaints through the unit chain of command is strongly encouraged, however, it will not serve as the only channel available to soldiers to resolve complaints.
4. The Battalion Chain of command for the purpose of reporting such complaints is Platoon Sergeant, Platoon Leader, Company 1SG, Company Commander, Battalion Sergeant Major, and the Battalion Commander. Should anyone feel uncomfortable in filing a complaint with the unit chain of command, or should the complaint be against a member of that chain of command, a number of alternative agencies exist through which the issues may be identified for resolution.

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In addition, soldiers may also use the following agencies:

- a. Company EOR
- b. BN EOR (SSG Ray)
- c. Garrison Equal Opportunity Representative, SFC Rodriguez , at 6-1013
- d. Inspector General, LTC Combs, 6-0486
- e. Installation Chaplain, COL Carlson, 6-2127
- f. Staff Judge Advocate, COL Castlen, 6-0624

A handwritten signature in dark ink, appearing to read 'C. Williams', with a large, stylized initial 'C' and a long, sweeping horizontal stroke extending to the right.

CHARLES A. WILLIAMS  
LTC, MP  
Commanding